

### Fish Spawning Reef Eligibility Standards

A General Permit is available for fish spawning reef under NR 323, Wis. Adm. Code. To qualify for this general permit, your project must meet specific eligibility standards. This application packet is designed to allow you to supply the needed information for us to assure your project is eligible for a general permit. You will want to begin by supplying all the information contained in the checklist below. If your project is eligible, or meets all the criteria below, you should then fill out the general permit application and furnish that to the identified office for review. If you do not supply all the information contained in the eligibility requirements checklist or on the application your project cannot be reviewed. We will respond within 30 days to notify you that your project is approved or that additional information is required to complete your application. In some cases, you may be notified that your project requires an Individual Permit.

### Eligibility Standards

Applicant Check Box	What is Needed to Be Eligible?	Where should I place/find this info?	DNR Use Only
	You must submit photographs showing the entire project site in relation to the navigable watercourse in pre-construction condition	Attachment	
	Waterway General Permit application form (3500-108)	Form	
	Fee sheet and correct check for fee (3500-53A)	Form	
	<ul style="list-style-type: none"> <li>On trout streams and perennial tributaries to trout streams, construction or placement is prohibited between September 15 and May 15 of any calendar year.</li> <li>On all waterways that are not trout streams, construction or placement north of Hwy 29 is prohibited between April 1 and June 1 annually.</li> <li>On all waterways that are not trout streams, construction or placement south of Hwy 29 is prohibited between March 15 and May 15 annually.</li> </ul>	Form/Plan	
	The spawning reef shall be placed entirely within the riparian's zone of interest	Form/Plan	
	The spawning reef may be placed and maintained only by a riparian.	Form/Plan	
	Spawning reefs must be placed parallel to the shoreline		
	The spawning reef cannot exceed 100 feet in length and must not be wider than 30 feet and must not be located more than 100 feet from shore	Plan	
	The spawning reef shall be placed solely for the purpose of improving fish habitat.	Plan	
	The water depths must be between 0-5 feet where the reef will be placed	Plan	
	The substrate must be at least 90% sand prior to placement of the reef.	Plan	
	Spawning reefs may not be placed where the bottom contour of the waterway exceeds a slope of 4-foot horizontal to one-foot vertical	Plan	
	A deposit of less than 2 cubic yards of sand, gravel or stone may be associated with the placement of the reef provided the deposit is limited to the area immediately underneath or within 1' of the crib.	Plan	
	You must report the placement of the spawning reef to the local Department fisheries biologist within 30 days after placement. The report shall contain a description of the project and its purpose, the name of the waterway and a map showing where the structure was placed	Plan	
	Dredging is not allowed for the placement of the spawning reef.	Plan	

If the department determines that a proposal submitted under this section has the

potential to impact an endangered or threatened species in accordance with s. 29.604, Stats., the application shall be deemed incomplete. The department may not consider the application complete or issue a general permit until the applicant submits information to demonstrate one of the following:

- a. that the project either avoids impacts to the threatened or endangered species or
- b. that the project has received an incidental take authorization under 29.602, Stats.
- c. If the project is modified, the applicant must submit the revised plan before the application can consider the application complete or issue a general permit.

*Note: Local zoning ordinances may place restrictions on cutting trees in the shoreland zone. The riparian is responsible for ensuring that their project is in compliance with any local zoning requirements*

*If circumstances prevent your project from complying with the construction time restrictions above consult with your local fisheries biologist before filing this permit application. For more information about Waterway Permitting in Wisconsin, see our website at:*

<http://www.dnr.state.wi.us/org/water/fhp/waterway/index.shtml>

## Application Requirements

All applications for a General Permit require a completed General Permit Application form #3500-108, with additional sheets as necessary. Follow the instructions below to complete the application form.

### Section I: Landowner Information

Provide the legal name of the person, firm, public organization or any other entity that owns the project site described in Section III of the application. The contact person should be the person completely familiar with the construction site activity and charged with compliance and oversight of the permit. The mailing address, phone number, and e-mail address if available, should be for the contact person.

### Section II: Contractor Information

If known at the time of application, provide the legal name of the person, firm, or any other entity that will be the major contractor in charge of the proposed project at the site described in Section III of this application. The contact person should be the project site manager completely familiar with the activity and charged with implementation of the permit. The mailing address, phone number and e-mail address if available, should be for the contact person.

### Section III: Site Information

Provide the site's official or legal name and complete address, including county, city, state and zip code. Provide the name of the waterway where the project is located. List the public lands survey location [quarter-quarter, quarter, section, township and range (to the nearest quarter section)] of the site. If the site is more than one quarter, enter the quarter that best describes the location of the site. The web site at the link below can help you with the public lands survey location: <http://maps.dnr.state.wi.us/imf/dnrimg.jsp?site=webview>. Use additional space if needed to describe the site location.

### Section IV: Additional Information

**Dates:** Enter the project's anticipated start and end dates.

**Photos:** Enter the date of photographs included with the application. Attach or enclose clear photographs of the project site. Include at least one front view and one side view that each depict the area where construction work will occur from the waterway, and one view of the entire site from the waterway. Too much snow cover or vegetation may obscure important details, so be sure that your photographs show the site in its existing condition. NOTE: You will also be required to submit photographs after your project is completed.

### Section V: Location Sketch, Materials List and Project Plans

*Refer to the sample diagram on page 4 for assistance*

**Location Sketch:** Provide a sketch or map that identifies the project site referenced to the nearest town road or county/state highway. Be sure the map has enough detail so that we can easily find the site. Include your fire number if applicable.

**Materials List:** Provide a list indicating the size, type, and quantity of materials that you plan to use for the project.

**Project Plans:** Provide scaled plans showing the top and cross-section views, on the blank plan sheet in the application and additional sheets of 8-½ x 11-inch or 11 x 17-inch paper as necessary. Also submit a narrative summary of all information. Include the following in your plans and narrative:

#### TOP VIEW

- a. The spawning reef
- b. The length and aerial extent of the spawning reef
- c. A north arrow.

#### CROSS SECTION

- a. The natural waterway bottom profile at the site of the spawning reef
- b. The normal water depth at the site.
- c. The type of sediment and depth of soft sediment.

ALL NECESSARY INFORMATION:

Submit all other information needed to show that the project will comply with the conditions identified on page 1 of these Instructions.

Submit your application

A fee is required for each spawning reef General Permit. Remit a check or money order payable to the Wisconsin Department of Natural Resources (do not send cash). An application submitted without the required application fee will be considered incomplete.

**Submit three (3) copies of the completed application, narrative and plans.** Send the complete application and fee to the DNR office listed below:

**NORTHERN REGION COUNTIES**

Ashland	Lincoln	Aquatic Habitat Coordinator
Barron	Oneida	DNR Service Center
Bayfield	Polk	107 Sutliff Avenue
Burnett	Price	Rhineland, WI 54501
Douglas	Rusk	phone (715) 365-8926
Florence	Sawyer	
Forest	Taylor	
Iron	Vilas	
Langlade	Washburn	

**NORTHEAST REGION COUNTIES**

Brown	Marquette	Aquatic Habitat Coordinator
Calumet	Menominee	DNR Service Center
Door	Oconto	2984 Shawano Ave, Box 10448
Fond du Lac	Outagamie	Green Bay, WI 54307-0448
Green Lake	Shawano	phone (920) 662-5103
Kewaunee	Waupaca	
Manitowoc	Waushara	
Marinette	Winnebago	

**WEST CENTRAL REGION COUNTIES**

Adams	Marathon	Aquatic Habitat Coordinator
Buffalo	Monroe	DNR Service Center
Chippewa	Pepin	1300 W. Clairemont, Box 4001
Clark	Pierce	Eau Claire, WI 54702-4001
Dunn	Portage	phone (715) 839-1600
Eau Claire	St. Croix	
Jackson	Trempealeau	
Juneau	Vernon	
LaCrosse	Wood	

**SOUTH CENTRAL REGION COUNTIES**

Columbia	Iowa	Aquatic Habitat Coordinator
Crawford	Jefferson	DNR Service Center
Dane	Lafayette	3911 Fish Hatchery Road
Dodge	Richland	Fitchburg, WI 53711
Grant	Rock	phone (608) 275-3313
Green	Sauk	

**SOUTHEAST REGION COUNTIES**

Kenosha	Sheboygan	Aquatic Habitat Coordinator
Milwaukee	Walworth	DNR Service Center
Ozaukee	Washington	141 NW Barstow, Room 180
Racine	Waukesha	Waukesha, WI 53188
		phone (262) 574-2126